

General Operations

Mission:

General Operations activity provides overall administrative support and training to the Sheriff's Office, Law Enforcement, Investigations, Civil Operations/Court Security, and School Resource Officers.

Goals:

- To provide quality support staff to maintain offense reports data on criminal activities, criminal warrants, parking and traffic tickets.
- To provide support in personnel, payroll, purchasing, budgets, and general secretarial duties.
- To provide a DARE program to the elementary and middle schools in York County.
- To provide a Crime Prevention program to the citizens of York County
- To provide high quality training that meets and/or exceeds statutory standards.
- To revise and update the Sheriff's Office Policy and Procedure Manual.

Implementation Strategies for FY2003:

- To provide community service for the citizens of York County in neighborhood watch and other community programs.
- To provide efficient data processing in recordkeeping, criminal reports, personnel, and budgeting.
- To continue the accreditation process to obtain Department of Criminal Justice Service accreditation for the York County Sheriff's Office.

Budget Issues:

- In FY1999, two secretarial positions were transferred to Law Enforcement from this activity and the position of Chief Deputy Sheriff was transferred to this activity from Law Enforcement.
- In FY2001, funding was approved for a new copier and the purchase of furniture for the Sheriff's and administrative support staff's offices. Additional funding was received from the Schools to expand the DARE program to the middle schools. A lieutenant's position was transferred to Administration to support the Office's accreditation goal.
- In FY2002, Federal funding (COPS) was received to support the development of a Crime Prevention Program, which included an officer, support cost, and a patrol vehicle.
- For FY2003, there are no significant changes.

General Fund Expenditures	FY1999 Actual Expenditures	FY2000 Actual Expenditures	FY2001 Actual Expenditures	FY2002 Original Budget	FY2002 Expected Appropriations	FY2003 Proposed Budget
30311 General Operations						
Personnel Services	308,006	370,486	441,581	487,226	487,226	511,156
Contractual Services	14,653	11,759	14,292	31,100	30,560	24,250
Internal Services	48,916	51,407	54,631	62,450	62,450	33,890
Other Charges	50,376	50,673	52,317	59,800	59,800	59,700
Materials & Supplies	13,022	25,278	28,135	32,900	32,900	43,700
Leases & Rentals	790	4,736	3,699	3,560	3,560	900
Capital Outlay	14,206	15,946	39,381	45,200	52,944	17,500
Grant Activity	<u>41,183</u>	<u>-</u>	<u>24,568</u>	<u>-</u>	<u>67,885</u>	<u>-</u>
Activity Total	<u>491,152</u>	<u>530,285</u>	<u>658,604</u>	<u>722,236</u>	<u>797,325</u>	<u>691,096</u>
Percentage Change	17.35%	7.97%	24.20%	9.66%	N/A	-4.31%

FTE's

Management	2.00	2.00	2.00	2.00	2.00	2.00
Professional/Technical	-	-	-	-	-	-
Admin/Clerical	2.50	2.50	2.50	2.50	2.50	2.50
Specialized Safety	<u>2.00</u>	<u>2.00</u>	<u>4.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
Total	<u>6.50</u>	<u>6.50</u>	<u>8.50</u>	<u>9.50</u>	<u>9.50</u>	<u>9.50</u>

